

Welcome

Welcome Customer Administrator. This manual will show you how to deactivate users within your account with Colorado Interactive. This information is also available on our Registered Services site. All account management is done through our Customer Database. (CDB)

Access Registered Services Page:

<http://www.colorado.gov/registration/>

Log into Customer Data Base (CDB):

<https://cmbs-admin.soltn.cdc.nicusa.com/co/cust-admin/login.html>

CUSTOMER SUPPORT

Phone

303-534-3468

Toll free: 800-970-3468

(Available Monday – Friday, 8:00 am – 5:00 pm)

Email

support@www.colorado.gov

Mail

Colorado Interactive

600 17th Street, Suite 2150 South

Denver, CO 80202

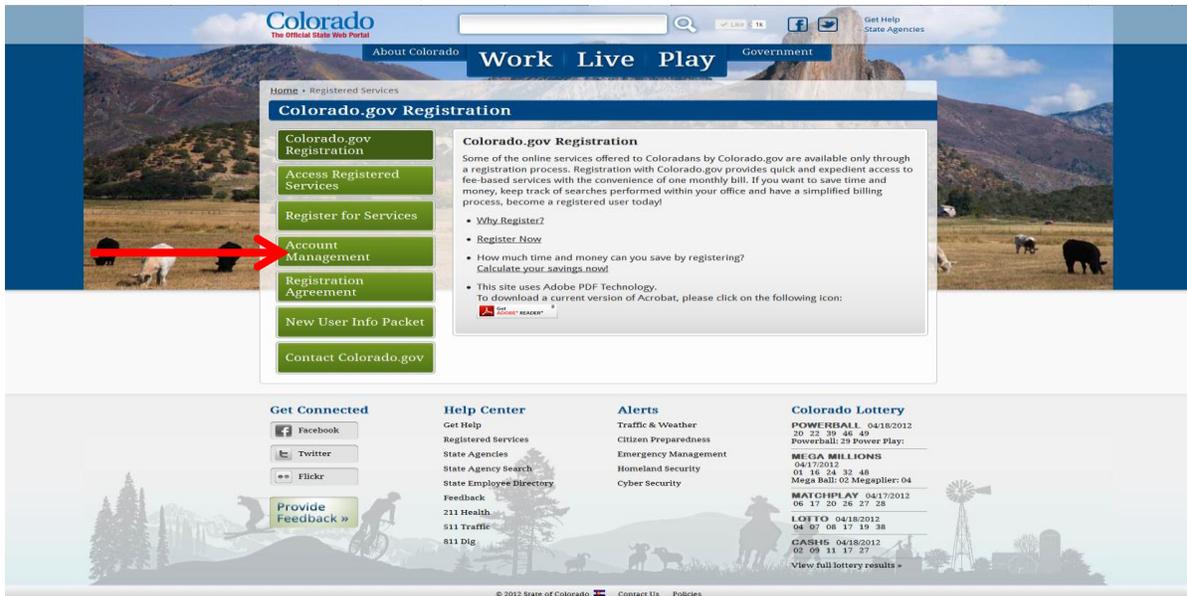
1 Deactivate User

This function allows the Customer Admin to deactivate any user at any time.

1.1.1 Colorado.gov Homepage-Access Registered Services page



1.1.2 Registered Services Page-Access Account Management Page



1.1.3 Log into CDB (Customer Data Base) –Enter your username and password



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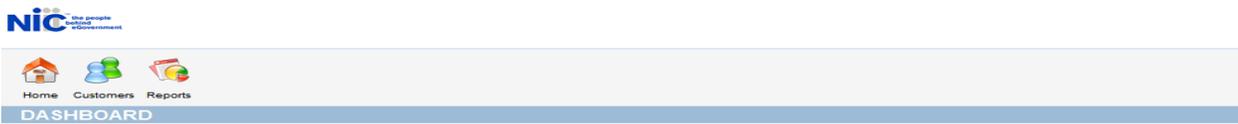
Login to Your CDB Account

Login:

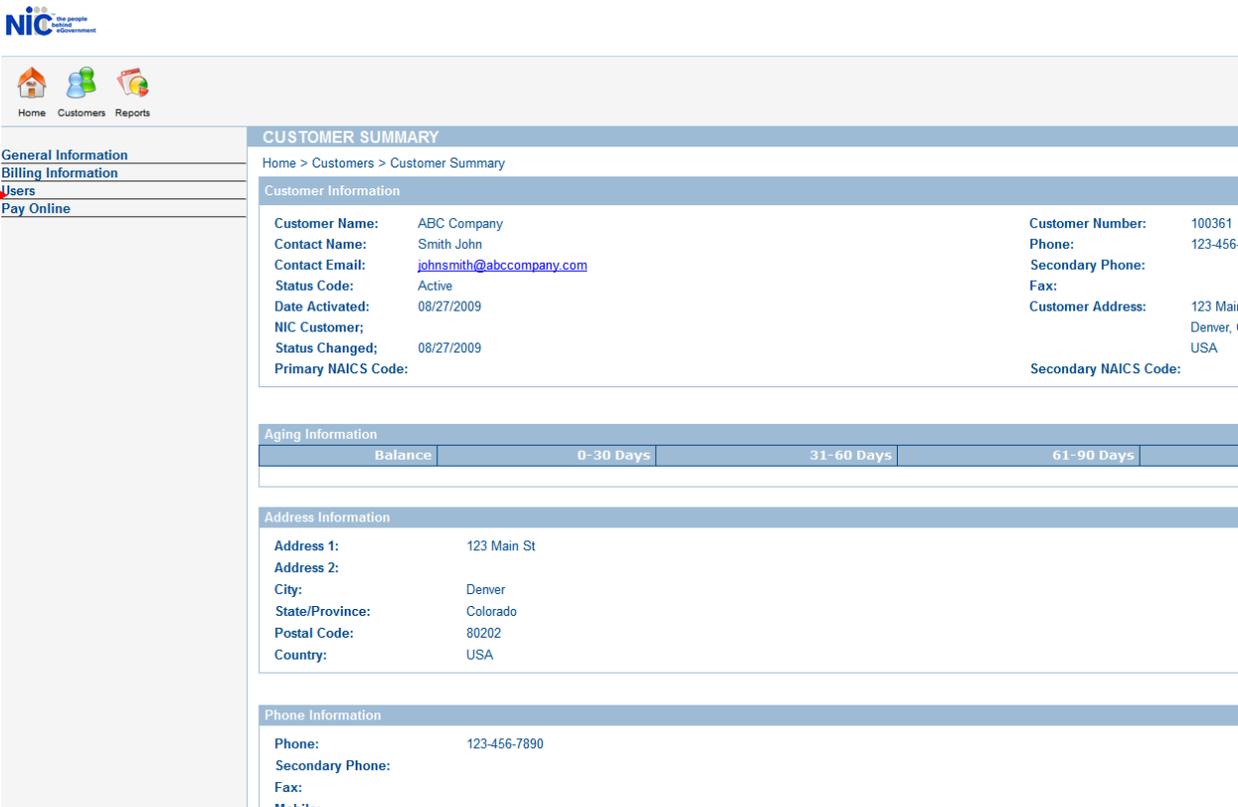
Password:

[Forgot my password](#)

1.1.4 Select Customer



1.1.5 Select Users



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Home Customers Reports

CUSTOMER SUMMARY

Home > Customers > Customer Summary

Customer Information

Customer Name:	ABC Company	Customer Number:	100361
Contact Name:	Smith John	Phone:	123-456-
Contact Email:	johnsmith@abccompany.com	Secondary Phone:	
Status Code:	Active	Fax:	
Date Activated:	08/27/2009	Customer Address:	123 Main
NIC Customer:			Denver, C
Status Changed:	08/27/2009		USA
Primary NAICS Code:		Secondary NAICS Code:	

Aging Information

Balance	0-30 Days	31-60 Days	61-90 Days

Address Information

Address 1:	123 Main St
Address 2:	
City:	Denver
State/Province:	Colorado
Postal Code:	80202
Country:	USA

Phone Information

Phone:	123-456-7890
Secondary Phone:	
Fax:	
Mobile:	

General Information

Billing Information

Users

Pay Online

1.1.6 User Deactivation

Find the user you wish to deactivate in user list and click on their 'Active' link once as shown below.

The screenshot shows the NIC Users interface. At the top, there are navigation links for Home, Customers, and Reports. The main content area is titled 'USERS' and shows a breadcrumb trail: Home > Customers > Customer Summary > Users. Below this, there is a section for 'Customer Information' with fields for 'Customer Name: ABC Company' and 'Customer Number: 100361'. A table lists two users:

Login	Name	Login Type	Email	Phone	Status	
jdoe	Jane Doe	User			Active	<input type="button" value="New Password"/>
jsmith	John Smith	Customer Admin	johnsmith@abccompany.com		Active	<input type="button" value="New Password"/>

A red arrow points from the 'Active' link for 'jdoe' to the right. The interface also includes a sidebar with 'General Information', 'Billing Information', 'Users', and 'Pay Online' links, and a top right corner with 'My Profile: jsmith' and a 'Logout' button.

The page will automatically refresh and display the user as 'Inactive'.

This screenshot shows the same NIC Users interface as the previous one, but after a refresh. The user 'jdoe' is now listed with a status of 'Inactive'. A red arrow points to the 'Inactive' link for 'jdoe'.

Login	Name	Login Type	Email	Phone	Status	
jdoe	Jane Doe	User			Inactive	<input type="button" value="New Password"/>
jsmith	John Smith	Customer Admin	johnsmith@abccompany.com		Active	<input type="button" value="New Password"/>